



Electronic Wait List for Scheduling 5.3 Inter-Facility Transfer

User Manual

Patch SD*5.3*415

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Revision History

Date	Description (Patch # if applic.)	Project Manager	Technical Writer
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Table of Contents

Patch SD*5.3*415	1
Table of Contents	iii
Introduction	1
Use of the Software	3
Inter-facility Transfer Request	3
New Request	3
View Request Details	5
Remove Transfer Request	6
Display Inactive Entries	7
Inter-facility Transfer Request Acceptance	8
Request Summary	8
Request Details	9
Reporting	10
Print Transfer Requests	10
Glossary	11
Index	13

Introduction

The Electronic Wait List (EWL) and Patient Care Management Module (PCMM) Enhancement team would like to announce the release of patch SD*5.3*415 for EWL/PCMM Enhancements Phase II. This patch will implement functionality for the transfer of EWL patients to another facility.

Use of the Software

The changes released in this patch allow for the transfer of patient and EWL data and comprises of two sets of functions to request and accept transfer messages and view the details of the requests.

At significant points in the transfer process such as when a request message arrives or a request has been accepted, the MailMan group G.SDWL-TRANSFER-ADMIN is sent notifications with details of whatever has just happened. All users with responsibility for administering such transactions should be added to this mail group.

Typically, a transfer request will follow the stages of creation, transmission, reception, processing, and resolution. The details of each step in the process follow.

Inter-facility Transfer Request

This option is available below Wait List (Sch/PCMM) Utilities.

New Request

The Inter-facility Transfer Request function is accessible from the Wait List (Sch/PCMM) Utilities menu option.

```
INTER-FACILITY TRANSFER REQUEST Aug 02, 2005@12:59:04      Page: 1 of 1
User: EWLUSER, ONE
  Name                SSN                Transfer to          Status
** No active transfer details to display...

Enter ?? for more actions
N  New Transfer                R  Remove Transfer Request
D  Display Inactive Entries    V  View Request Details
Select Action: Quit//
```

Select “N” at the action prompt.

```
Select Action: Quit// N  New Transfer
Select SD WAIT LIST PATIENT:
```

Enter the name of the EWL patient.

If there is more than one match, the user is offered a list of patients to select from

```

Select SD WAIT LIST PATIENT: EWL PATIENT
1  EWL PATIENT, ONE      5-1-55      107050155P      YES      NSC VETERAN
SMB      SMB
2  EWL PATIENT, TWO      1-1-56      YES      NSC VETERAN

3  EWL PATIENT, THREE    12-17-38    227121738P      YES      SC VETERAN
4  EWL PATIENT, FOUR     1-1-44      555551234      YES      SC VETERAN
5  EWL PATIENT, FIVE     1-1-30      555927888      YES      SC VETERAN

ENTER '^' TO STOP, OR
CHOOSE 1-5:

```

If the patient selected has more than one open EWL entry, these are displayed for selection

```

1  EWL PATIENT, ONE      5-1-55      107050155P      YES      NSC VETERAN
SMB      SMB
Enrollment Priority: GROUP 1      Category: IN PROCESS      End Date:

1  EWL PATIENT, ONE      AKRON      SPECIFIC CLINIC      OPEN
2  EWL PATIENT, ONE      AKRON      SPECIFIC CLINIC      OPEN
3  EWL PATIENT, ONE      ALBANY, NY VAMC      PCMM TEAM ASSIGNMENT      OPEN
4  EWL PATIENT, ONE      ALTOONA      SPECIFIC CLINIC
5  EWL PATIENT, ONE      SERVICE/SPECIALTY

CHOOSE 1-5:

```

When the EWL entry has been identified, the destination facility is entered

```

Select Institution to transfer to:

```

This is the institution code. Only national codes with a valid associated domain are accepted. The domain will be where the request is transmitted, e.g. CHEYENNE.MED.VA.GOV.

The last step is to enter optional comments to be transmitted with the request. There may be a need to add further details or some explanatory text in addition to the Wait List and Demographic data that is sent by default.

Depending on your default user characteristics, the preferred text editor appears. The line editor

```

Transfer comments
1>

```

or the full screen editor.

```
Transfer comments
==[ WRAP ]==[ INSERT ]=====< >===== [ <PF1>H=Help ]====

<=====T=====T=====T=====T=====T=====T=====T=====T=====T>=====
```

Enter a blank line to exit the line editor or <CTRL>E to exit the full screen editor.
Once this is entered, the message will be transmitted to its recipient and the status will be set to TRANSMITTED.

```
INTER-FACILITY TRANSFER REQUEST Aug 02, 2005@13:34:48      Page: 1 of 1
User: EWLUSER,ONE
  Name                SSN                Transfer to          Status
1  EWLPAIENT,ONE      555-55-0555    BAY PINES VAMC        TRANSMITTED
  AKRON                SPECIFIC CLINIC : PRIMARY CARE

Enter ?? for more actions
N  New Transfer                R  Remove Transfer Request
D  Display Inactive Entries    V  View Request Details
Select Action: Quit//
```

When the message is received, an acknowledgement message is returned and the status will change to RECEIVED. N.B. this may take some time due to possible delays on mail servers.

View Request Details

To view the details of active requests that have been made, enter “V” at the action prompt of the Transfer Request function main summary screen.

N	New Transfer	R	Remove Transfer Request
D	Display Inactive Entries	V	View Request Details
Select Action: Quit//V			

If there is more than one entry to choose, prompt appears

Which entry?: (1-4):

When this is entered, the full details are shown.

```

INTER-FACILITY XFER DETAILS      Aug 02, 2005@14:03:19      Page:      1 of      1
User: EWLUSER,ONE

-----
Name: EWLPATIENT,ONE              Status:      RECEIVED
SSN:  107-05-0155P              Date of birth: MAY 1,1955
Wait List Type:  SPECIFIC CLINIC : PRIMARY CARE
Transfer to: BAY PINES VAMC
Comments:

-----
-----Enter ?? for more actions-----
Select Item(s): Quit//

```

Remove Transfer Request

To remove an active request, enter “R” at the action prompt of the Transfer Request function main summary screen.

The full details will be displayed in the same format as the View Details screen with a confirmation prompt

INTER-FACILITY XFER REMOVE		Aug 02, 2005@14:27:23	Page: 1 of 1
User: EWLUSER,ONE			

Name: EWLPAIENT,ONE	Status: RECEIVED		
SSN: 107-05-0155P	Date of birth: MAY 1,1955		
Wait List Type: SPECIFIC CLINIC :			
Transfer to: BAY PINES VAMC			
Comments:			
-----Enter ?? for more actions-----			
R	Remove		
Select Item(s): R//			

The way this is treated depends on the status of the transfer. If the status is TRANSMITTED, the acknowledgement has not been returned from the receiving site or the original message may have failed to arrive. In this case the record of the request is simply removed. If the status of the request is RECEIVED, a corresponding record will be held at the receiving site and a message will have to be sent to request its removal. Once this is sent and until an acknowledgement message is received to indicate that the request has been removed, the status will stay as CANCELLED.

If a request is removed, that has arrived at the receiving site but where the acknowledgement has been delayed for some reason, there is a mechanism to automatically send a removal message back when the acknowledgement is eventually returned. This will prevent a possible file mismatch at the two sites.

Display Inactive Entries

Inactive entries are those requests that have reached resolution through acceptance or rejection at the receiving site. They have a status of REFUSED or ACCEPTED and are not displayed on the main summary screen. A summary of these entries can be displayed by entering "D" at the action prompt of the Transfer Request function main summary screen.

```

INTER-FACILITY XFER INACTIVE Aug 02, 2005@14:40:34 Page: 1 of 1
User: EWLUSER,ONE
-----Name-----SSN-----Transfer to-----Status-----
1 EWLPATIENT,ONE 555-55-0555 BAY PINES VAMC REFUSED
AKRON SPECIFIC CLINIC : PRIMARY CARE
1 EWLPATIENT,TWO 555-55-0556 BAY PINES VAMC ACCEPTED
AKRON SPECIFIC CLINIC : PRIMARY CARE

-----Enter ?? for more actions-----
V View Request Details
Select Item(s): Quit//

```

The details of a request can be viewed by entering “V” at the action prompt. If there is more than one entry displayed, a further prompt will request the line to be viewed.

Inter-facility Transfer Request Acceptance

This option is available below Wait List (Sch/PCMM) Utilities.

Request Summary

The Inter-facility Transfer Accept function is accessible from the Wait List (Sch/PCMM) Utilities menu option.

The main screen displays a summary of requests that have been received and await resolution.

```

INTER-FACILITY TRANSFER ACCEPT Aug 05, 2005@11:18:05 Page: 1 of 1
Name Transmission date Sending Institution
1 EWLPATIENT,ONE AUG 02, 2005@13:31:16 VAMC ALBANY

Enter ?? for more actions
V View Details
Select Action: Quit//

```

To view the transfer request details, enter “V” at the action prompt. This brings up the details screen directly if there is only one request. Otherwise, a further prompt will request the entry to show before displaying the details

Request Details

INTER-FACILITY XFER DETAILS		Aug 05, 2005@11:21:04	Page: 1 of 1
Transmg. Inst: VAMC ALBANY		Transmn. Date: AUG 02, 2005@13:31:16	
Name: EWL PATIENT, ONE		Sex: FEMALE DOB: MAY 01, 1955 SSN: 107050155P	
Address: 212 NE 3			
DALLAS			
YOLO			
TEXAS 75214			
Service connected: YES Percentage: 50			
Primary Eligibility: SERVICE CONNECTED 50% to 100%			
Wait List Type: PCMM TEAM ASSIGNMENT : VASSER'S TEAM 1			
Desired Date of Appt: Integration Control Number: 5000000167			
Comments:			
Enter ?? for more actions			
A	Accept	P	Print Coversheet
R	Reject		
Select Item(s): Quit//			

This is the screen from where all other actions take place on this request. The request may be rejected or accepted, or the print of a coversheet may be requested. The coversheet must be requested before acceptance is made as the request entry is removed after that.

To reject the request, “R” is entered at the action prompt and the user is returned to the previous screen.

To print the coversheet, “P” is entered at the action prompt. The output device is entered at the next prompt and the coversheet is printed.

DEVICE: HOME//

To accept the transfer for this function, the details should be entered on the system as a new EWL entry or scheduled appointment and the details printed out to refer to. Having done that, “A” is entered at the action prompt for this screen. Following that, a confirmation prompt appears to emphasize the need to enter the details before the record is removed.

Do you confirm that the appropriate action was taken to schedule this patient
for an appointment or she/he has EWL entry and the cover sheet has been printed?
? N//

When this statement is confirmed, the details are resolved and the user is returned to the previous screen.

Once a request has been either rejected or accepted, an acknowledgement message is returned to the requesting site, which will trigger notification messages there to the administration mail group, SDWL-TRANSFER-ADMIN. If the result was acceptance, the EWL entry at the

requesting site will be closed with a disposition reason, new for this function, of TR – TRANSFERRED.

Reporting

Print Transfer Requests

This option is available under Wait List (Sch/PCMM) Reports

This option prints all Transfer Requests to a selected output device

```
DEVICE: HOME// TELNET PORT

                                SDWL TRANSFER - TRANSFER REQUESTS                                PAGE 1

Name: EWLPATIENT,ONE              Sex: FEMALE  SSN: 555-55-0555
Wait List Type: SPECIFIC CLINIC : PRIMARY CARE
Status: REFUSED      Transmission time: AUG 02, 2005@13:19:35
Requestor: EWLUSER,

Name: EWLPATIENT,TWO              Sex: MALE   SSN: 605-01-2546P
Wait List Type: SPECIFIC CLINIC : PRIMARY CARE
Status: TRANSMITTED  Transmission time: AUG 02, 2005@13:24:57
Requestor: EWLUSER,

Name: EWLPATIENT,THREE            Sex:       SSN: 064-26-7832
Wait List Type: PCMM TEAM ASSIGNMENT : VASSER'S TEAM 1
Status: REFUSED      Transmission time: AUG 02, 2005@13:31:13
Requestor: EWLUSER,
```


Glossary

EWL	Electronic Wait List
Inter-facility Transfer	Transfer of EWL patients to another VA facility EWL
VISTA	Veterans Health Information Systems and Technology Architecture

Index

Display Inactive Entries, 7
Inter-facility Transfer Request, 3
Inter-facility Transfer Request Acceptance, 7
Introduction, 1
New Request, 3
Remove Transfer Request, 6
Request Details, 8
Request Summary, 7
Use of the Software, 3
View Request Details, 5